



Forest Heights Police Department Policy and Procedures Manual

Subject:	Providing Information			
General Order No.	2016-1	Effective Date:	January 1, 2016	
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A. Purpose

To establish a policy and procedures for Forest Heights Police Department (FHPD) officers to disseminate information.

B. Policy

Sworn and civilian employees of the FHPD will not communicate to any person not a FHPD employee any information concerning operations, activities or matters of police business, the release of which is prohibited by law, and that may have an adverse impact on the Department's image, operations, or administration.

C. Procedures

1. No information of a confidential nature will be given out without approval of the FHPD Chief.
2. Officers will provide their name and identification number in a respectful manner to anyone who requests it.
3. FHPD sworn and civilian employees will communicate promptly to a supervisor, information concerning tips, crimes, criminal activity, or other relevant law enforcement information that may come into their possession.
4. After conferring with a supervisor, the employee and supervisor will notify the FHPD Chief of the information.
5. Sworn and civilian FHPD employees will not fill speaking engagements or publish articles as official representatives of the FHPD without prior permission from the FHPD Chief.
6. Any matters controversial in nature that could cause the Town to be held in disrepute or liable will not be allowed.